

WEEKLY CRUDE OIL STOCKS REPORT FORM EIA-803

This report is mandatory under Public Law 93-275. You are not required to respond to any Federally sponsored collection of information unless it displays a valid OMB number. For the provisions concerning the confidentiality of information and sanctions, see Sections VI and VII of the instructions.

PART A: RESPONDENT IDENTIFICATION

Reporting Company Name

Street/RFD/PO Address

Enter the name and address of the reporting company. Check the box provided if you are reporting a change. ☐

City

State

Zip Code

Report Period: Month

Day

Year

EIA ID Number

If a resubmission, insert X in the block

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PART B: CRUDE OIL STOCKS (Report all quantities in thousand barrels)

Quantities entered below should be the weekly equivalent of those reported monthly to the Energy Information Administration by your company on Form EIA-813, "Monthly Crude Oil Stocks Report."

Item Description	Product Code	PADD I	PADD II	PADD III	PAD IV	PADD V	TOTAL U.S.
		100	200	300	400	500	999
Crude Oil	050						
Alaskan Crude Oil In Transit by Water	092						

PART C: CONTACT INFORMATION (person most knowledgeable about the reported data)

Contact Name:

(Check box if new contact person)

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Title:

Phone Number: () -

Fax Number: () -

E-Mail Address:

Signature:

Date:

WEEKLY CRUDE OIL STOCKS REPORT FORM EIA-803 INSTRUCTIONS

**For help in completing this form, please contact the
Form EIA-803 Project Manager at (202) 586-9664.**

I. PURPOSE

The Energy Information Administration (EIA) Form EIA-803, "Weekly Crude Oil Stocks Report," is used to collect data on end-of-week stocks of crude oil pursuant to Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

The data appear in the Energy Information Administration (EIA) publication, *Weekly Petroleum Status Report*.

II. WHO MUST SUBMIT

The Form EIA-803 must be completed by companies selected by EIA which carry or store 1,000 barrels or more of crude oil. Included are gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines), crude oil producers, terminal operators, storers of crude oil (except refineries), and transporters of Alaskan crude oil by water in the 50 States and the District of Columbia. Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element published in the *Weekly Petroleum Status Report*.

III. WHEN TO SUBMIT

The Form EIA-803 must be filed with the EIA by 5 p.m. on the Monday following the end of the report period (i.e., the "Weekly Crude Oil Stocks Report" covering the week ending January 7, 2000 must be received by 5 p.m. January 10, 2000).

IV. WHERE TO SUBMIT

Survey forms can be submitted by either mail, facsimile, or electronic transmission.

Mail completed forms to:

**Energy Information Administration, EI-45
Mail Station: 2G- 024 Forrestal
U.S. Department of Energy
Washington, DC 20585
Attn: Form EIA-803**

Fax completed forms to: **(202) 586-6323 or 1076**

Electronic Transmission:

If you have a personal computer and wish to prepare and transmit data electronically, please contact the PC Electronic Data Reporting Option (PEDRO) Support Staff at **(202) 586-9659**.

Additional copies of the EIA-803 form and instructions are also available on the EIA Website at www.eia.doe.gov. Click on Petroleum; then Survey Forms on the sidebar at the left of the screen.

V. FORM COMPLETION PROCEDURES

PART A: RESPONDENT IDENTIFICATION/REPORT PERIOD

Respondent Identification

Enter the name and address of the reporting company. Check the box provided if you are reporting a change.

Report Period

The weekly report period begins at 7:01 a.m. on Friday and ends at 7:00 a.m. on the following Friday.

Indicate month, day, and year (e.g., January 7, 2000 is: Month 01 Day 07 Year 00).

EIA Identification (ID) Number

Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.

Resubmission

Resubmissions are required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission block if you are correcting information previously reported.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting, state code, contact information and certification blocks.

PART B. CRUDE OIL STOCKS

Definitions of petroleum products and other terms are also provided for your use. Please refer to these definitions before completing the survey form.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report data only for those products which the facility processes, produces, or stores. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Use Table 1 to determine the PAD District classification of each State.

Table 1. State Classification

PAD DISTRICT I					
New England SUB-PADD 1X		Central Atlantic SUB-PADD 1Y		Lower Atlantic SUB-PADD 1X	
Connecticut	009	Delaware	010	Florida	012
Maine	023	Dist. Columbia	011	Georgia	013
Massachusetts	025	Maryland	024	North Carolina	037
New Hampshire	033	New Jersey	034	South Carolina	045
Rhode Island	044	New York	036	Virginia	051
Vermont	050	Pennsylvania	042	West Virginia	054

PAD DISTRICT II			
Illinois	017	Nebraska	031
Indiana	018	North Dakota	038
Iowa	019	Ohio	039
Kansas	020	Oklahoma	040
Kentucky	021	South Dakota	046
Michigan	026	Tennessee	047
Minnesota	027	Wisconsin	055
Missouri	029		

PAD DISTRICT III		PAD DISTRICT IV		PAD DISTRICT V	
Alabama	001	Colorado	008	Alaska	002
Arkansas	005	Idaho	016	Arizona	004
Louisiana	022	Montana	030	California	006
Mississippi	028	Utah	049	Hawaii	015
New Mexico	035	Wyoming	056	Nevada	032
Texas	048			Oregon	041
				Washington	053

Report all stocks in the **custody** of the product pipeline company regardless of ownership. Reported stock quantities

should represent actual measured inventories where an actual physical measurement is possible.

Report stocks as of 7 a.m. Friday, which is the end of the report period. Report stocks corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

Report all domestic and foreign stocks held in the custody of your company and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, "after entry through Customs" is said to occur on"

- the "entry date;" or
- the "date of withdrawal;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "date of exportation" specific on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

Crude Oil Stocks (Code 050) - Report all domestic and foreign crude oil stocks held in pipelines and tank farms, (associated with the pipelines), terminals and on leases operated by the reporting company in each PAD District. Report crude oil stocks held at refineries on Form EIA-800, "Weekly Refinery Report."

Alaskan Crude Oil in Transit by Water (Code 092) - Report all Alaskan Crude oil stocks in transit by water between Alaska and the other States, the District of Columbia, Puerto Rico, and the Virgin Islands. Include stocks held at transshipment terminals in Alaskan Crude Oil in Transit (Code 092) rather than in PAD District V stocks. These stocks must be reported by the transporting company having custody of the stocks. Do not include these quantities in Code 050.

PART C: CONTACT INFORMATION

Enter the name, title, telephone number, fax number and E-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box if the contact information is different from the prior week.

VI. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy

Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

VII. SANCTIONS

The timely submission of Form EIA-803 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

VIII. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per manual response and 15 minutes per response by electronic transmission, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenues, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.